



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System

DIVISION/GROUP SUPERVISOR

DIVISION/GROUP SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Division/Group Supervisor (DIVS) and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Review the IAP, other relevant plans, or Resources Unit records to identify resources assigned: <ul style="list-style-type: none"> • Location and status of assigned resources • Resource identifier, if assigned • Supervisor name and contact information • Resource kind, type, and quantity 	E, F, I		

1b. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Coordinate with functional areas within the incident management structure: <ul style="list-style-type: none"> • Participate in operational and functional area briefings 	E, F, I		
3. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> • Outgoing Incident Management Team (IMT) element, if applicable • Local agencies • Hosting unit • Policy Group, if established • Public 	E, F, I		

1c. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Collect information from outgoing DIVS or other personnel responsible for the Division/ Group: <ul style="list-style-type: none"> • Information on incident relevant to the division or group's activities • Information on the Incident Command System (ICS) organizational structure 	E, F, I		
5. Obtain initial briefing from the Branch Director, Operations Section Chief, or Incident Commander: <ul style="list-style-type: none"> • Obtain current Incident Action Plan (IAP) or other relevant plans 	E, F, I		

1d. Behavior: Successfully assume the role of DIVS and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Initiate and maintain Division/Group activity log: <ul style="list-style-type: none"> • Complete activity log and use to support shared situational awareness • Transfer activity log information to other documents, positions, and displays 	E, F, I		

***1e. Behavior:* Establish or determine organization structure, reporting procedures, and chain of command of assigned resources**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Determine Division/Group resource requirements: <ul style="list-style-type: none"> • Request and document additional personnel • Recommend and document demobilization of excess personnel • Seek and gain Section Chief approval for personnel actions 	E, F, I		
8. Organize assigned resources into configurations to meet incident/tactical objectives.	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
10. Inform Branch Director or Operations Section Chief as appropriate: <ul style="list-style-type: none"> • Conditions affecting division / group operations • Hazardous conditions • Situation status in assigned work area • Unresolved conflicts with adjacent divisions / groups. • Effectiveness of air operations within division / group area • Underutilized assets 	E, F, I		
11. Obtain periodic reports from subordinates and adjacent resources on progress.	E, F, I		
12. Provide subordinates tactical briefings: <ul style="list-style-type: none"> • Discuss alternate plan based on strategies, control objectives and type of resources available 	E, F, I		

2b. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Ensure that incident documentation and administrative requirements are complete, as the Operations Section Chief or IC requires: <ul style="list-style-type: none"> • Submit incident narrative to supervisor • Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period • Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I		

2c. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Communicate priorities, objectives, and any changes throughout the Division/Group: <ul style="list-style-type: none"> • Maintain shared situational awareness throughout the Division/Group 	E, F, I		
15. Monitor Division/Group support status and develop alternate strategies to meet incident objectives: <ul style="list-style-type: none"> • Advise assigned staff of significant changes in incident status that may affect them 	E, F, I		
16. Provide timely feedback in response to requests from other ICS sections.	E, F, I		

17. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, property loss or damage): <ul style="list-style-type: none"> • Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action • Protect of Personally Identifiable Information (PII) while reporting 	E, F, I		
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2d. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Participate in the preparation of other necessary relevant plans for Division/Group: <ul style="list-style-type: none"> • Demobilization plan • Evacuation plan • Continuity of Operations (COOP) plan • Contingency Plans • Incident within an incident plan(s) 	E, F, I		
19. Participate in the preparation of the IAP, planning meeting agenda, and strategic plan for the next operational period: <ul style="list-style-type: none"> • Update Division/Group on current situation • Help set priorities for next operational period • Determine tasks and work assignments for next operational period • Advise on current capabilities and limitations • Determine resource needs or excess 	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
20. Adjust tactics in response to opportunities or problems encountered.	E, F, I		
21. Apply a continuous risk management process: <ul style="list-style-type: none"> • Situational awareness • Hazard assessment • Hazard control • Decision point • Evaluation 	E, F, I		
22. Determine appropriate tactics: <ul style="list-style-type: none"> • Make resource assignments 	E, F, I		
23. Determine need for assistance: <ul style="list-style-type: none"> • Identify need for additional assistance by monitoring work progress or obtaining reports from subordinates. • Coordinate with Operations Section Chief or Branch Director and request assistance according to procedures discussed in briefing • Notify Operations Section Chief when resources shift between divisions/groups or exceed operational needs 	E, F, I		
24. Identify and communicate logistical support needs: <ul style="list-style-type: none"> • Review IAP's logistics elements to determine whether they meet operational needs. • Maintain documentation of accountable property assigned to the division / group. • Anticipate and resolve logistical needs 	E, F, I		
25. Identify kind, type and number of resources required to achieve objectives.	E, F, I		
26. Implement objectives and special instructions for Division/Group: <ul style="list-style-type: none"> • Monitor work progress and evaluate incident situation • Evaluate different uses of single and combined resources based on tactical needs within Division/Group • Compare accomplishments within Division or Group against set objectives • Develop recommendations for next operational period 	E, F, I		

3b. Behavior: Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
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27. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel and supervisor ● Communicate with incoming personnel concerning when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up actions 	E, F, I		
28. Provide a face-to face-briefing to the individual replacing you as the Division/Group Supervisor: <ul style="list-style-type: none"> ● Discuss current conditions, concerns and actions ● Identify potential hazardous conditions 	E, F, I		

3c. Behavior: Plan for demobilization and ensure staff follow demobilization procedures

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Complete process for demobilizing Division/Group responsibilities: <ul style="list-style-type: none"> ● Reinforce emphasis on safety and accountability during this phase of the operations ● Brief subordinate staff on demobilization responsibilities ● Ensure all subordinate staff demobilize in a timely and complete manner ● Demobilize equipment, as necessary ● Brief replacement, if necessary 	E, F, I		
30. Help develop, approve, and implement demobilization plan: <ul style="list-style-type: none"> ● Coordinate with supervisor during development and implementation ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate Division/Group needs and responsibilities ● Provide information to supervisor to assist with decisions on release priorities 	E, F, I		
31. Participate in agency administrator's organization closeout and After Action Review (AAR).	E, F, I		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
32. Comply with relevant health and safety requirements: <ul style="list-style-type: none"> • Direct operations based on health and safety considerations and guidelines • Ensure that assigned personnel follow safety guidelines appropriately • Spot check operations to ensure compliance with safety considerations • Account for assigned resources 	E, F, I		
33. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: <ul style="list-style-type: none"> • Appropriate work/rest ratio • Crisis counseling 	E, F, I		

4b. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Exhibit principles of duty, respect, and integrity: <ul style="list-style-type: none"> • Be proficient in the job, both technically and as a leader • Make sound and timely decisions • Supervise staff to ensure they understand and can accomplish duties and tasks • Train and mentor assigned subordinates • Keep assigned personnel informed • Seek and accept responsibility for actions 	E, F, I, J		

4c. Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
35. Determine assigned resources' ability to complete assignment within time frame and provide feedback through the chain of command.	E, F, I		
36. Develop schedules and assignments based on IAP or relevant plan: <ul style="list-style-type: none"> • Assign responsibilities for segments within the Division/Group 	E, F, I		
37. Ensure that subordinates understand assignment for each operational period.	E, F, I		

38. Evaluate the performance of assigned personnel and ensure that staff: <ul style="list-style-type: none"> ● Implement assigned portions of the IAP ● Order and assign resources within the Division/Group ● Report on the progress or control of Division/Group operations ● Report on status of resources within the Division/Group 	E, F, I		
39. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: <ul style="list-style-type: none"> ● Determine kind and number of personnel necessary for Division/Group operations ● Assign single personnel or teams depending on the needs of the Branch Directors, Division/Group Supervisors and Unit Leaders, if applicable ● Provide for functional and geographical supervision as necessary 	E, F, I		

4d. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
40. Coordinate across functional areas: <ul style="list-style-type: none"> ● Safety Officer ● Resources Unit Leader ● Situation Unit Leader ● Field Observers ● Resource Advisors 	E, F, I		
41. Coordinate activities with adjacent Divisions/Groups: <ul style="list-style-type: none"> ● Review Division/Group assignments to determine specific areas or tasks requiring coordination ● Maintain communications with adjoining divisions/groups 	E, F, I		
42. Establish cohesiveness among assigned resources: <ul style="list-style-type: none"> ● Promote an environment of open communication ● Demonstrate and encourage commitment to the team and mission ● Set expectations for accountability ● Focus on the team result 	E, F, I		